



## TEMPORARY USE PERMIT APPLICATION

Date received: \_\_\_\_\_ Fees Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Application #: \_\_\_\_\_

Location or Address of Property: \_\_\_\_\_

Tax ID/Parcel Number: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Authorized Agent:** \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*NOTE:** All sections of this application must be complete and fees paid upon submittal.

\*The Authorized Agent listed above will also be the contact person for this project. If you have any questions, please direct them to the Community Development Staff at (435) 734-6604.

## **APPLICANT'S AFFIDAVIT**

STATE OF UTAH                    )  
   §  
COUNTY OF BOX ELDER        )

I, (we) \_\_\_\_\_, being duly sworn, depose and say that I, (we) am (are) the owner(s)\* or authorized agent(s) of the owner, of property involved in the attached application and that the statements and answers therein contained and the information provided in the attached plans and other exhibits present thoroughly to the best of my (our) ability, the argument in behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of my (our) knowledge and belief.

\*May be owner of record, contact owner, party to valid real estate purchase contract, party to valid earnest money agreement, option holder or have other legal control of property.

\_\_\_\_\_  
**Property Owner**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

### **AGENT AUTHORIZATION**

(Required when the applicant is **not** the property owner)

I, (we) \_\_\_\_\_, the owner(s) of real property at \_\_\_\_\_, do authorize \_\_\_\_\_ to represent me (us) as my (our) agent with regard to this application affecting the above described real property, and to appear on my (our) behalf before any City Boards considering this application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Property Owner**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

# CHECKLIST

## **Checklist for Acceptance of Temporary Use Applications:**

1. Application completely filled out and payment of fee.
2. Site plan.
3. Letter of Intent.

### ***Plans need to show the following:***

1. **Vehicle and pedestrian access**
  - \_\_\_\_\_ Location and dimensions of parking stalls and entrances
  - \_\_\_\_\_ Handicap parking and access
  - \_\_\_\_\_ Number of parking spaces per ordinance
  - \_\_\_\_\_ Surfacing and lighting of parking areas
  - \_\_\_\_\_ Location and arrangement of truck loading and unloading facilities
2. **Signage**
  - \_\_\_\_\_ Location, size, height, etc.
  - \_\_\_\_\_ Colors, lighting, etc.
4. **Site Layout**
  - \_\_\_\_\_ Building locations, dimensions and orientation of the parcel
  - \_\_\_\_\_ Identify the proposed use of all buildings
  - \_\_\_\_\_ The location of any overhead power, communication, and transmission lines that may affect subject property
  - \_\_\_\_\_ Architectural elevation drawings of all proposed buildings

**FEES:** \$50.00<sup>a</sup> Zoning Administrator determination

I \_\_\_\_\_ hereby state that I am the applicant/authorized agent as noted on page one of this application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>a</sup> This fee includes 1-hour of Engineer fees (no refund for projects taking less than 1-hour).

# LETTER OF INTENT

Location or Address of Property: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**Describe temporary use in detail below:**

[illegible]

**Signature:**\_\_\_\_\_

**Date:** \_\_\_\_\_